

# RESPONDING TO A PARENT REPORTING BULLYING

Listen carefully, calmly and document what the parent says

- Ask the parent to report the incident to the classroom teacher.
- If they are still concerned after speaking to the class teacher, invite them to make an appointment with the Stage AP.

Collect additional information

- Speak with all students involved, including bystanders.
- Incident card given to bully.
- AP to log incident card into Sentral.
- Ensure you have information that answers who, what, where, when, how, why.

Devise a plan of action with your supervisor

- Once you are confident you have a comprehensive picture of the situation, devise a plan with Stage AP.
- Discuss with Stage Team and Senior Executive.
- AP to log all reports, plan of action including conversations with parents into Sentral - Wellbeing

Inform parents and students what you intend to do

- Inform parents/guardians. Provide suggestions and information about what parents/carers can do to support their child.
- Explain that you will look at **immediate** and **short term** responses as well as long term preventative measures.

Set up follow up interviews

- Check in to see how all students are going.
- Conduct a follow up meeting with parents/caregivers.
- Review strategies to help the student respond to bullying.

If bullying continues

- Report to Senior Executive and learning support.
- Playground and/or classroom behaviour plans needs to be put in place and a risk assessment may be required.
- Senior Executive have a discussion with parents and further plans will be put in place to stop the bullying.

